

23 January 1957

MEMORANDUM FOR: Branch Chiefs, DD

SUBJECT : Survey and Justification of Logs

Please prepare by 4 February a description of each log maintained in your Branch. I would like for each such log a one-page resume arranged as follows:

- name of log
- short statement of purpose
- descriptive elements recorded
- number of items entered per week
- description of use - number of questions answered per week
  - whether same information is available in other files in the office (or in other Offices of the Agency)
- what would happen if the log were discontinued.

Examples of logs include (a) flash books, (b) [REDACTED] (c) correspondence logs, (d) NIS logs. You need not cover such major recording steps in the Batch system as Standard Distribution or Source cards.

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[REDACTED]  
Chief, Document Division

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